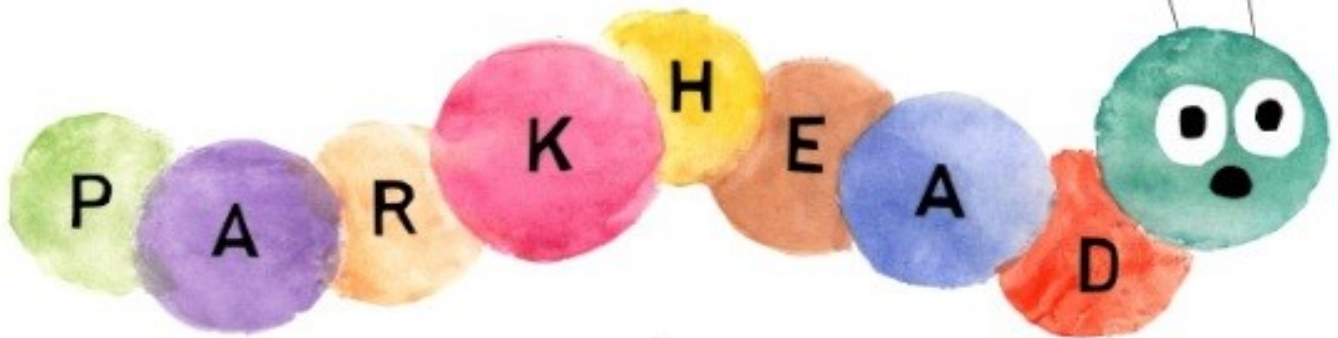


friendship in the community



community nursery
together we succeed

Handbook



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THANK YOU

Welcome to Parkhead Community Nursery

Dear Parent/Carers,

A very warm welcome to you and your child from the staff at Parkhead Community Nursery. Thank you firstly for choosing us and trusting us to provide the best care and early education for your child. During your child's time at nursery we endeavour for your child to be happy, motivated and challenged.

At Parkhead we aim to provide a safe secure and nurturing environment with quality learning and teaching to meet the individual learning needs of all our children and provide support for their families.

In partnership with you, we will encourage your child to have a positive attitude to learning, to be confident in their ability, to contribute to the life of the nursery and to develop good citizenship within nursery, our local community and the wider world.

A variety of activities are arranged throughout the year starting with our Autumn parents fun evening giving parents an opportunity to meet with staff, find out how and what your child will be learning and become more familiar with your child's key worker and we look forward to meeting you on as many of these occasions as you can manage.

We operate an open door policy at all times and if you have any worries or concerns regarding your child then please let us know either through speaking to your child's key-worker, the Team leaders, Depute or myself .

If you have any unanswered questions after reading through the handbook please do not hesitate to make contact.

Once again may I extend a warm welcome to you and your family.

Nikki Black Head of Nursery

Headteacher@parkhead-nursery.glasgow.sch.uk

Glasgow City Council Mission Statement

To offer Education of the highest quality by:

Providing a full range of appropriate educational courses and services

Encouraging and enabling all users of the service to develop their abilities;

Providing well-resourced services in safe and suitable premises;

Presenting education as a life-long process and promoting access throughout life;

Promoting education as an active partnership between users and providers in which the views of clients and staff are highly valued;

Promoting equal opportunities and social justice;

Delivering a service that supports economic growth and prosperity.

Parkhead Community Nursery

Vision, Values and Aims

Parkhead Community Nursery offers a high quality service to children and their families.

"Together we succeed"

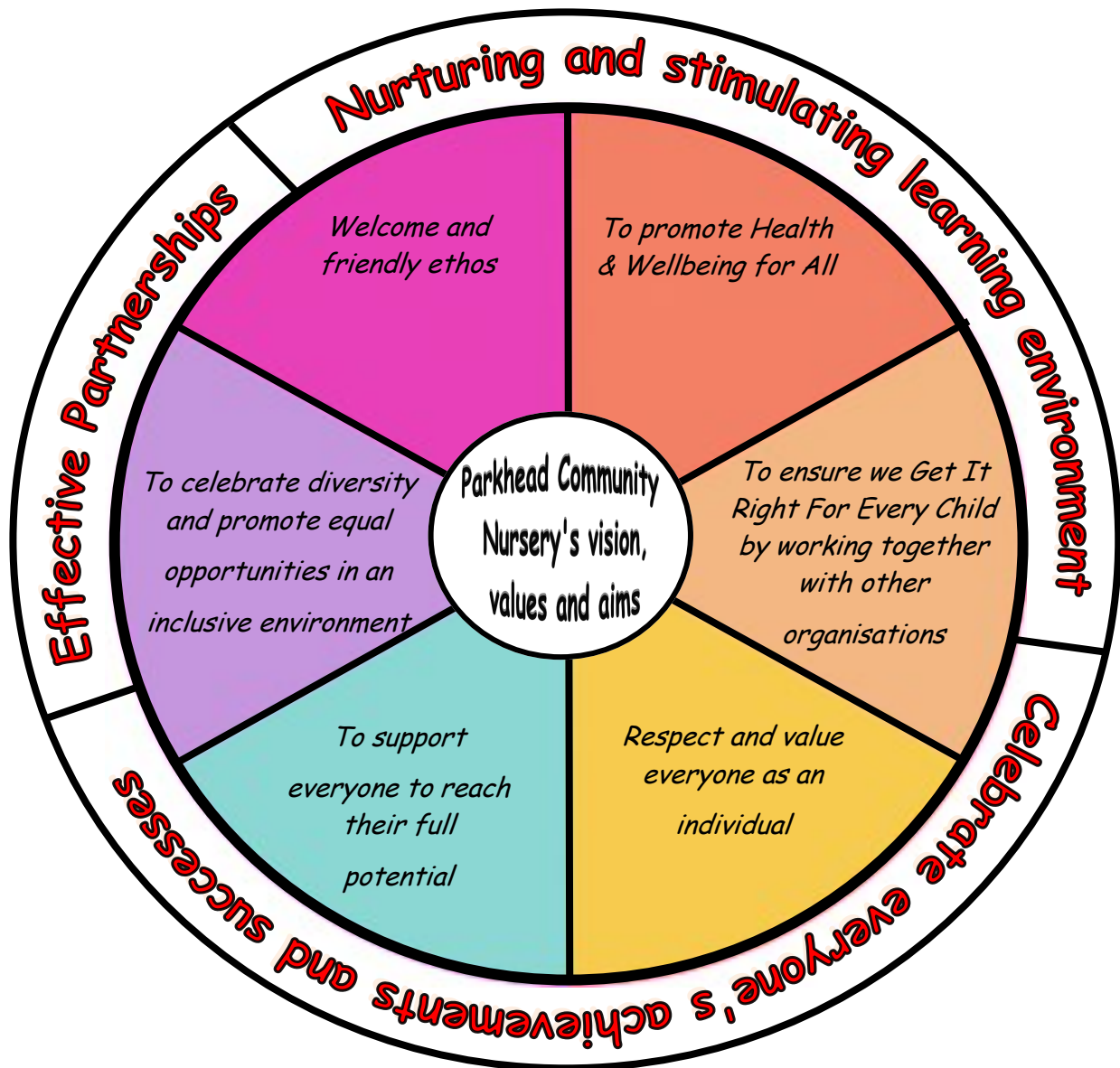
Our Aims

We aim to provide a warm friendly atmosphere, giving support and encouragement to parents. Staff are always very willing to listen and discuss any matters, which may arise concerning your child; or indeed any ideas, which you may like to contribute towards our nursery.

Vision

At Parkhead Community Nursery we build effective partnerships with parents and other organisations to provide a nurturing and stimulating learning environment where we recognise and celebrate everyone's achievements and successes.

Children's voices are listened to and their contributions are valued and respected which will enable them to become effective contributors, successful learners, confident individuals and responsible citizens.



The Curriculum

In line with all other educational establishments Parkhead nursery is implementing the new Curriculum for Excellence.

As the parent/carer we value your role as prime educator and we aim to develop and build upon the fantastic work that you have begun and to establish a partnership with you for the benefit of your child.

We shall provide quality childcare and education within a flexible service, meeting the needs of the individual child and family, offering a balanced curriculum in a happy, safe and stimulating environment.

Our History

Parkhead Community Nursery was originally built in the late 1930's and was 2 separate buildings known as Quarrybrae Day Nursery and Crail Street Day Nursery with both establishments run by Social Services. Education Services established a nursery class in Unit 2, which stayed there till the end of the 1980's. Education Services took control of all pre5 establishments in the late 1980's and at the beginning of 1990 an extension was built to allow the nursery to provide additional services to the community and the Rascal's (before and after school care) took up residency in the extension. Shortly after the extension was built on Wednesday 2nd September 1992 there was a grand opening and the two buildings were renamed as Parkhead Community Nursery.

We are now located in our new campus sharing with Quarry Brae Primary. We moved in on the 23rd October 2009 and had our official opening day on Monday the 14th June 2010.

We are continuing to provide an education and service for children aged between 6 weeks and 5 years and their families. We have a parent's room and support parents in a variety of ways including, **Triple P workshops, sewing classes, demonstration cooking** and many, and many, more ways.

Services offered at Parkhead Community Nursery

The nursery is a Non-Denominational nursery within Parkhead and provides education and care for children aged 3 / 5 years. We also provide educational, sensory, and care opportunities to children under the age of 3 years.

We provide 21 fulltime places for children aged 3-5 years and 44 part time places. For our children aged 2-3 years we offer 10 full time places and 30 part time places

In our youngest age group we offer up to 6 fulltime places and 12 part time places.

The Nursery Team

Management Team

Head of Nursery Nikki Black
Depute of Nursery Alison Stalker
Team Leaders Angela McDade
 Kirsten Upton
Lead Practitioner For Attainment Lyndsay McGillvary



Child Development Officers

Jelly Baby Team 0-2

Donna Halpin Nicola Dalbeck
Jamieleigh Daw Moyra Graham



Jelly Tots Team 2-3

Louise McKenna Josephine Whyte
Pauline Ferrie Patricia Liddell
Claire Foster & Sharon Shearer (Job share)
Frances Percy Jessica Goodey (Support for Learning)



Jelly Beans 3-5

Julie Williams Yvonne McDonald
Darren Corrie Fiona Fleming
Lauren Devlin Michelle Deegan
Lisa Purvis (job share) Julia McDermott
Maria Innes (Support for Learning)

Team Continued



Nurture CDO Karen Walker Kelly Corrigan

Clerical Assistant Mary Thomson

Family Worker Frances Crerar Monday/Tuesday

Facilitator Operator Owen Coyle

Day Cleaner Catherine Murray

Admissions Policy

All nursery places are allocated in line with Council's Admission Policy. When you apply for a nursery place the management will be happy to advise you on how this policy operates.

An Admission Panel meets regularly throughout the year to decide how nursery places will be allocated. We have an open door policy. The Panel consists of the Heads of all pre-five establishments in the area, Health Visitors.

Any parent wishing to change an existing p/t place should ask for an application form, which will be taken to the panel to assist in prioritising the allocation of full time places.

Register of Applications

Applications for nursery places are accepted all year round, at Parkhead Community Nursery we have an appointment system and take applications on a Tuesday every two weeks. The information contained in the application is considered at the Admissions Panel and will be banded accordingly. Allocation of places will be dependent on highest priority and availability.

Attendance

When your child is allocated a place at the Nursery, you will be offered a home visit or invited in to the nursery to complete the necessary paperwork prior to starting. At this time we will be able to explain the times that you have been allocated and complete admission documentations. You can meet with your child's special person that we refer to as the key worker. When your child starts with us it is important that you keep to the times and days stated.

If however your child is ill or you are unable to bring your child to nursery we ask that you inform us in order that we can maintain our own absence records.

If you are going to be late to collect your child we ask that you inform us so we will not be unduly concerned at your child not being collected on time?

In the event of an emergency situation and you require your child's time at nursery to be altered, please discuss with a member of management and we will do our best to support you

Nursery times

Sessions are allocated either on a termly basis or extended hour depending on your circumstances. Maximum hours are from 8.00am - 6.00pm

Hours are allocated according to the needs of the Parent, Carer and Child.

Signing in / out Sheets

Signing In/Out sheets are available outside each playroom and must be signed each day by the person who brings and collects your child. Please use your name and not Mum, Dad, Gran, Aunt Etc.

Enrolment Procedures

On your child's first day at nursery, we ask that you attend for one hour and the known adult waits too. This time will be increased daily until we are confident your child has settled in comfortably.

The nursery operates a Key-worker system. A Key-worker is simply your child's special person whom they will relate to, along with all staff. Your child's Key-worker will assist you in settling your child into nursery, meeting all their needs, and they will inform you of his/her progress.

Each playroom has a different ratio of staff to children.

In our youngest room children aged 0-2 years the ratio is one member of staff to three children.

In our toddler room the ratio is one member of staff to five children.

In our nursery room the ratio here is one member of staff to eight children.

If you have any questions or problems, please talk to your Key-worker who will be willing to assist at the beginning or end of each session or you may prefer to discuss issues with a member of management.

All Nursery Staff are fully qualified, enthusiastic, motivated and part of a dedicated team who are constantly updating their knowledge and skills through literature and participation in Training.

Keyworker System

Children are allocated a "special" staff member, known as the keyworker. This is the person who will support your child's development when at nursery. The key worker will share with the parents regularly their child's progress. Parent's meetings are held during the autumn and summer term. Our first evening is an opportunity for you to experience first hand how your child is learning and provides us with the opportunity to explain in more details our curriculum. The second opportunity we are able to discuss more fully your child's achievements and for children who are going to primary school we explain the contents of the transition record that is sent to the primary school.

The keyworker and the rest of the staff team will use observations to plan and record children's achievements. The keyworkers will be you and your child's main daily point of contact. However, all the Nursery team is involved in working with the children during the normal course of the day. If your child's key worker is on annual leave, training or is ill, you can confidently leave your child in the care of another known member of staff.

Arrival and collection of children

It is expected that a responsible adult will bring and collect your child from nursery. In the interest of your child's safety you should make a point of telling your child's keyworker or a member of the management team if he or she is to be collected by someone not known to members of staff.

We require that you sign your child in and out every day, on the appropriate form which can be found outside each playroom.

To ensure the safety of your child, we ask that you arrive and leave ensuring that the door is firmly closed behind you. Please do not allow anyone to enter the building with you unless you are sure they are collecting a child.

Please try to adhere to your child's drop off and pick up times as late pickups and early starts have an impact on the room

Parents Group

All welcome. The parents group aim is to assist the nursery in managing parents toy fund, discuss and share different views, assist the nursery in identifying and improving quality and ideas for fundraising and other special events. If you would like to participate please let a member of staff know. Staff are supported through a variety of training both in-house and using other professionals to support a variety of different needs.

We work very closely with other outside agencies e.g. Speech Therapist, Physio-therapist, Psychological Services, Home Visiting Teachers and other outside professionals who are welcome to visit your child at nursery, with your approval. **We have compiled a 'learning at home and in nursery. Information sheet, which we hope you, will find informative and helpful. Please ask a member of staff**

Working together to promote positive behaviour

We believe that if you have a positive attitude towards your child, then your child in return, will respond in a positive way.

Most young children will have times when they have tantrums, argue and hit out at each other. Staff, as trained childcare workers, can help your child cope with these stages by offering support, calming them down, diverting them to other activities and generally helping them to become sociable and confident.

Partnership with Parents

The nursery has a Participation Strategy which has been designed to further promote and establish links with parents and carers to provide opportunities for parents and carers to participate in a variety of learning activities with their child and for themselves.

The nursery produces regular newsletters, full of information about future events and news within nursery life as well as daily/weekly news flashes on the flip chart in reception. As a staff group we like to keep parents informed of their child's progress, and we meet with each individual parent, twice a year as well as on a daily basis.

It is hoped that parents will become active participants in the life of Parkhead Nursery and be involved whenever possible in working with the nursery team, in enhancing and promoting the children's development and learning.

Effective and genuine working relationships between parents are viewed as being crucial in supporting children.

Parent's views are sought in a variety of ways and for a variety of purposes. Nikki and the team will be delighted to hear directly from the parents, any ideas that could develop, shape and improve the Nursery as an educational and community resource.

We are continuing to set up a parents group and we would welcome any new parents with open arms to provide you with an opportunity to participate in a meaningful way in the development of the nursery. This is an excellent forum for parents to discuss a range of items with Nikki. If you are interested in becoming involved we have a coffee morning/afternoon every term.

Families should feel free to come into the playroom to see what activities their children are engaged in at any time - we operate an open door policy which means that parents are welcome at any time.

We aim to identify specific interest/skills which parents may be interested in sharing with children and staff. We very much value the support from the parents. At the start of the session parents will be asked if there are particular activities they would enjoy participating in.

Our Family Worker Frances Crerar is also available Monday and Tuesday in our family room. Frances also offers numerous courses and workshops weekly.

Strong Links

The nursery is very fortunate in having strong links with the following agencies:

- Bridgeton Child Development Centre
- Parkhead & Shettleston Health Centres
- Eastbank Learning Community Child Support Team

Within these agencies the nursery has access to Physiotherapists, Speech Therapists, Health Visitors & Educational Psychologists without whom we could not provide specialised support for both parents/carers and children.

The nursery Psychologist is Sandra Gardner; who offers support and guidance to staff, parents, carers and children.

No child will be referred to any of the above without parents consent.

Triple P parental sessions

The nursery is able to facilitate Triple P workshops for all our parents providing you with strategies to cope with a variety of child behaviours. It consists of weekly sessions followed by support meetings and phone calls. The work shops allow parents to discuss and share their thoughts. If you would like more information on this issue please ask Nikki for further details.

If you would like further information on any behavioural issue, please speak to Nikki as the nursery offers Triple P workshops. All staff delivers the Triple P strategies and work to the principals of Triple P and Nurture.

We also welcome your views on the management of challenging behaviour and will ensure these are reflected in our policy.

THE Care Inspectorate and HMIe INSPECTIONS

The nursery is subject to annual inspections. In addition the nursery will also be subject to HMIe inspections every 7 years. Our next inspection is due in **2018/19**. There will be integrated inspections when both the Care Inspectorate and HMIe will inspect in the same year.

Parents shall be informed of the dates of inspections and are welcome to contribute to the inspection process by completing returns and meeting with the inspectorate.

The national Care Standards are available for parents in the family Room.

Our recent inspections have been positive and the recent HMIe report is available in the family room.

If parents require this information in any other language please let Nikki know. Contact details for Care Inspectorate are at the back of this handbook, on the internet and are available by asking at the office.

Our registration number, which you will require if you are applying for working Family tax Credit is:

CS 2003014916

Improvement Plan

Parents views shall be sought each year in order to ascertain area of development and improvements we may require to make. We appreciate the feedback from parents to influence this. A copy of our plan is on the wall at the office.

CHILD WELFARE & SAFETY and CHILD PROTECTION

All educational establishments and services must take positive steps to help children and young people protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children/ young people have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who. Every adult in Scotland has a role in ensuring all children live safely and can reach their full potential. Nursery staff provide support to children and have a vital role in helping protect them from harm.

As with other areas of the curriculum, you will be kept informed of the health and personal safety programme for your child/young person.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes children and young people's welfare and a safe environment by:

- Ensuring that children and young people are respected and listened to

- Ensuring that programmes of health and personal safety are central to the curriculum

- Ensuring that staff are aware of child welfare & safety and protection issues and procedures

- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children and young people

Should any member of staff have concerns regarding the welfare or safety of any child or young person or if a young child is at risk of abuse or neglect, confidentiality is not an option. You must share this information with the Child Protection Co-ordinator or Head of the establishment, without delay.. If you have any concerns regarding the safety and wellbeing of a child, including a gut feeling you must share this with Nikki or Alison who is our Child Protection Co-ordinator or any member of staff team.

The Head, or the person Deputising for the Head, after judging that there may be grounds for concern regarding the welfare or safety of any child or young person must then immediately advise social work services of these concerns.

Promoting Learning

There is a national curriculum for early years and we are now actively using The Scottish Government's a **curriculum for excellence**

3-18years. The philosophy of the early year's curriculum is based on play which is the vehicle for learning, delivering active learning opportunities so that children may become active learners, developing skills and concepts needed for living in a multi-cultural society.

At Parkhead Community Nursery the curriculum is informed by the Scottish Governments - **A Curriculum for Excellence**. The purpose of a Curriculum for Excellence is encapsulated in the four capacities listed below.

CONFIDENT INDIVIDUALS

SUCCESSFUL LEARNERS

EFFECTIVE CONTRIBUTORS

RESPONSIBLE CITIZENS

We promote learning through a balanced curriculum to suit all stages of development. We take into consideration children's interests as well as seasonal and cultural topics. The nursery provides structured and unstructured activities suitable for all stages of development, which are planned by staff and assessed on a daily basis. These plans are displayed on the playroom walls. A wide variety of materials are provided to enhance the children's learning.

The nursery provides structured and unstructured activities suitable for all stages of development, which are planned by staff on a daily basis. These plans are displayed on the playroom walls. A wide variety of materials are provided to enhance the children's learning. Learning is promoted through consultation with children and parents and staff observations of the development needs and interests. With this knowledge staff plan appropriate experiences so they are able to develop their; Literacy skills, Numeracy skills, Health and Wellbeing, Science, Imaginative skills and Physical skills. For our youngest children the curriculum develops; Curiosity, Communication and language development, Emotional and social development and Physical development.

Assessment

Every Key worker has a folder for each child, which is used regularly to monitor children's progress and gather examples of their work. Staff are constantly observing and recording your child's progress and planning their next steps in learning. We are using a new personal learning plan to support you child in their learning and this document shall be shared with you at the end of every term.

As well as the personal learning plan you may wish to look your child's curriculum assessment folders or discuss any matters relating to your child's progress, achievement or concerns, from home or in nursery.

Supporting children with difficulties

All children are special and the appropriate support is provided to enhance the child's all round development. We have established an effective method for total integration of children with additional support needs, and they are included in all indoor and outdoor activities within the nursery. The nursery has an effective working policy in the integration of children with Special Needs.

Parents/carers know their own children in a way that Key Workers never can. If you feel your child has a behavioural or learning difficulty, please share it with his/her Key Worker.

Your child's Key Worker sees your child in a different setting and will share any concerns they may have about your child development.

The nursery is very fortunate in having strong links with the following agencies:

Bridgeton Child Development Centre

Parkhead & Shettleston Health Centres

Eastbank Learning Community Child Support Team

Within these agencies the nursery has access to Physiotherapists, Speech Therapists, Health Visitors & Educational Psychologists without whom we could not provide specialised support for both parents/carers and children. The nursery Psychologist offers support and guidance to Staff, parents, carers and children and may be contacted via the Child Support Team.

No child will be referred to any of the above without parental consent.



Accommodation for Parent's and Carers

The nursery has a parent's room where parents/carers can meet and spend time together. We usually hold regular coffee and scone days and everyone is welcome to join us. This room is also use for groups which parents have suggested. Successful groups to date include: Sewing, cooking, walking, reflexology and many more. The nursery is also happy to make arrangements for other agencies to come and meet with parents such as Speech and Language therapist, Health visitors and others

Emergency Closure Arrangements

The nursery will be opened on the times already outlined, but on some occasions circumstances arise which means the nursery has to close.

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Establishments may be affected by, for example, severe weather, and temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using letters, notices in local shops and community centres, announcements in local places of worship and announcements in the press and on local radio. Our contingency arrangements will be followed if we are evacuated for any reason.

Our evacuation point is at campus car park.



Emergency Contacts

The nursery requires the names, addresses and telephone numbers of two contact persons, for use in an emergency situation.

We require these contacts to be kept up-to-date. Any changes in this information, including your own telephone number and address must be changed in the office records

Policies

Parkhead Nursery has many policies that are available for all to read in the reception area and parents room. These policies are to ensure that we continue to provide a quality service to children and their families.

If you wish assistance with any policy or wish to comment, please say to Nikki. We shall be pleased to help and appreciate your thoughts and comments on any policy.

Dealing with Racial Harassment

The Race Relations Act of 1976 makes it unlawful to discriminate against someone because of his/ her colour, race, and nationality, ethnic or national background. The Act makes it the duty of Glasgow City Council to eliminate unlawful racial discrimination.

In 1999 the guidelines, *'Dealing with Racial Harassment'* were issued to assist all teaching staff in dealing with such incidents.

The adoption of an anti-racist approach should be seen as one part of the continuing attempt to improve the quality of education. Glasgow City Council recognises that support from the home is essential if these aims are to be achieved. Every child in Glasgow has the right to be happy and secure at establishment.

Bullying

Bullying behaviour will not be tolerated within Glasgow City Council's educational establishments. All children in Glasgow's educational establishments have an entitlement "to work (and play) in a learning environment in which they feel valued, respected and safe and are free from all forms of abuse, bullying or discrimination".(A Standard for Pastoral Care in Glasgow Establishments).

In 2009, Glasgow City Council published its revised Anti-Bullying Policy, incorporating the requirement to record and report all discriminatory behaviours within educational establishments. All establishments are required to review their policy in light of this. Parents and carers have a significant role to play in helping to address this problem. For this reason any anti-bullying strategy must stress the importance of partnership with the parents and carers of their children.

The Rights of Staff

Each member of staff has the right to feel safe in their working environment. Should you feel aggrieved, upset or angry with any member of staff please see a member of the Management Team. You should at all times avoid a confrontation in a playroom. You should be aware that Glasgow City Council has quite clear guidelines on violence to staff and these include the right to protection from verbal and physical abuse.

Nikki is authorised and will follow the procedures laid down in these guidelines and will do so should any instances occur.

Excursions and Consent Form

When outings or excursions for children are planned, the Head of the Establishment or a member of staff will advise you in advance. You will be asked to complete a consent form, which gives your permission for your child's participation.

Please note that the children cannot take part in outings unless completed consent forms have been signed by their parent/guardian.

The Establishment and the Community

Parkhead Community Nursery is part of the East Learning Community which includes all schools attached to Eastbank Academy and St Mungo's Secondary school

Our Equal Opportunity Policy

Parkhead Community Nursery has a policy on equal opportunities that all early years establishments follow. We ensure we are anti-racist, multicultural and recognise the rights of both men and women to work or to care for children. Provision will be made for children with disabilities or chronic illnesses. No child will be disadvantaged by their social background. These principles are reflected in the criteria used to admit children to nursery and in the nursery curriculum.

Privacy Statement and Data Protection Act 1998

As a Glasgow City Council Early Years Establishment we process information on children and young people, parents and carers, this information is stored safely in paper form and electronically and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Act 1998 and may only be disclosed in accordance with the Codes of Practice. For further information please contact the establishment.

For further information please see our full privacy statement

<http://www.glasgow.gov.uk/index.aspx?articleid=2908>

Accessibility

Our nursery has a duty to ensure that all our children have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only the content of teaching and learning but also minor adaptations to the physical environment of our building to address the needs of pupils with physical or sensory impairments. We also need to ensure that parents who have a disability have equal access to information about their children. This could involve providing suitable accommodation for meetings, physical access for parents or the provision of an interpreter for the deaf.

Non-Denominational Policy of our Nursery

Our nursery is non-denominational. We respect and welcome children and parents/carers of all religion, faiths and beliefs.

Links with Local Colleges.

Parkhead Community Nursery has positive links with a number of colleges that offer courses in ChildCare Studies, including S.V.Q.'s. Students attend on a day-release, spending two days per week in nursery placement. If you have any further questions that you wish answered in relation to the course, or student training, please do not hesitate to ask

Religions and beliefs.

Links with Primary Schools

Good Liaison with the receiving primary school is essential if continuity and progression in children's development and learning is to be achieved. Liaison about the curriculum helps to develop shared understanding of continuity in learning between early years and primary education!

At Parkhead Nursery we work effectively to build good communication links with local Primary Schools. We will inform you of registration and enrolment procedures for your chosen primary school. Please note that children must be registered at their local school, even if a placing request at another school is made.

Photographs and Videos

Parents will be asked to give written permission for photographs to be taken of their child both inside and outside the nursery e.g. at Learning Experiences or on Outings.

Video film may also be taken to record your child's progress within the nursery or to record special celebrations. Digital images can be used to display children at play and what they are learning. These images shall be stored on the computers in both buildings.

A photographer has been brought into the nursery to take photographs of children and their siblings. Older children may be included however, must not take time off school to participate in the photograph.

Information on Adult Groups

All information for adults will be displayed on the walls in the entrance hall or on the notice board in the family room

Information leaflets are available in the reception area,

The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from Scottish public authorities.

The Act applies to all Scottish authorities including The Scottish Government and its agencies; Scottish Parliament, local authorities, NHS, universities and further education colleges and the police.

Public authorities have to allow access to the following information;

- The provision , cost and standard of its service
- Factual information or decision-making
- The reason for decisions made by it

The legal right of access includes all types of 'recorded' information of any data held by the Scottish public authorities. From the 1st January 2005, any person who makes a request for information must provide with it , subject to certain conditions.

Further information is provided on the Glasgow City council web-site;

www.glasgow.gov.uk/en/yourcouncil/freedomofinformation

No Smoking Policy

The nursery has a **No Smoking Policy**.

There is no area within the Nursery or our grounds that allows smoking.

Dogs

No dogs are allowed in the nursery grounds due to health and safety rulings.

MEDICAL PROCEDURES

Medication



If your child is in need of medication during his/her time at nursery you should discuss his/her requirements with a member of the management team. Only prescribed drugs will be given to children. Parents are required to complete the appropriate form, which authorises nursery staff to administer the drug to your child. The Head or the Depute Head of the nursery will give you the necessary forms to complete, which are retained in the office. All parents/carers must administer the first dose of any medication that is prescribed for a child in case a child has a reaction to that drug. All medication **MUST** have been administered by the parent before nursery will accept and administer on behalf of the parent/carer.

If your child suffers from asthma, you must inform the Head or Depute Head of the nursery if there are any activities or specific circumstances that are likely to bring on an attack. If your child suffers from epilepsy you must inform your child's keyworker and the Head of the nursery what emergency treatment may be required. All children who are receiving medication have it stored in a sealed box within the playroom with a child's medical care plan. All staff are familiar with procedures to ensure the safe dispense of medicines.

Minor Accidents and Upsets

Care is taken to provide a safe environment for all our children during their time with us. There is a policy regarding accident procedures in the nursery. Occasionally accidents do happen and no matter how insignificant they are deemed; parents are alerted to the incident.

All accidents are recorded and parent's signatures are sought to confirm they have been alerted to any injury their child has received.

If your child has a more serious accident while attending nursery, every attempt will be made to inform you. If the accident is of a serious nature, your child will be taken to the nearest hospital and you will be contacted and advised to join your child at the hospital.

Bumps at home

We would appreciate if parents could let staff know if their child has had a bump at home. Staff are bound to under Child Protection procedures, to report any unexplained bruising or injury to the Head of the nursery. Glasgow City Council policy on Child Protection makes it clear the role and responsibilities that the Head of nursery has in ensuring that this policy is adhered to. We appreciate how sensitive an area Child Protection is and we hope parents understand the need for following through procedures as outlined in policy guidelines.

If Your Child Becomes ill at home

The nursery would welcome a telephone call if your child cannot attend nursery, due to illness.



If you child becomes ill at nursery

Your child will be made as comfortable as possible until the parent or guardian of the child can be notified. It is important that full details of your child's medical history is provided when completing admission forms, and they are updated if there are any changes to their health.

Infections and Contagious Diseases.

If your child is suffering from any of the above, in the interest of the other children, your child will require to stay at home until your Doctor advises they are fit to return.

Head Lice

This is a common occurrence in nurseries and schools. Some people become upset at the thought of lice. It is an inconvenience. It is a great nuisance and annoying, however, it is not dangerous.

It is nobody's fault. Children can get head lice anywhere- on a bus, in the house, playing outside, at school and at nursery. Children have to have treatment applied to their head to prevent the spread of head lice, before returning to nursery.

Staff will be sensitive to feelings, offering advice whilst trying to put it in perspective. A video is available which can help you with treatment methods. Please ask at the office.

Suntan Lotion and Sun Hats

Children are not allowed out to play in direct sunlight between the hours of 12 noon and 2pm as the sun is at its hottest. Please can I ask that you provide a sun hat for your child? £1 shall be requested from you to allow us to purchase sufficient sun tan lotion for all children to use on sunny days



Meals

Most children attend nursery for a half-day session, therefore, meals are not generally provided. However, some children may attend on a full day basis and in those circumstances a meal may be provided, at the cost of £1.52 per day (subject to change)

Special diets are available on medical or religious grounds.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £6,420) and Child Tax Credit only (where income is less than £15,860*) are entitled to a free mid-day meal. Information and application forms for free establishment meals may be obtained from Grants Section at Education Services headquarters. *Income amount effective from 1 April 2015 and may be changed by Department of Work and Pensions.

Snacks and the Promotion of Healthy Eating

Parkhead Nursery promotes a healthy lifestyle by encouraging our children to taste new foods. Each child receives a healthy snack each day at the cost of 26p per snack. A menu is available in both units. We would appreciate your comments on the variety and menu selection.

Payment of snacks is through Glasgow City Council Education Service Charges team. You shall be issued with invoices that MUST be paid to ensure that this service continues for all our children to receive a healthy snack during nursery.

Tooth brushing Programme

The children are provided with a tooth brush pack when they start nursery which is supplied by the Oral Health Action Team. Children have the opportunity to brush their teeth after snack time. We would appreciate your support during our work. Staff regularly speak to the children about how to look after their teeth and talk about healthy foods. Please can we ask that children do not bring fizzy drinks and sticky sweets to nursery.

Fundraising Toy fund Donations

Throughout the year the nursery will be arranging a variety of fund raising events. A weekly donation of £2.00 is required to assist the nursery provide additional resources for the children; Such as outings, parties, Christmas presents, and special play equipment. We require your support in these events, so please help us. Your views and contributions in this area are vital; we couldn't manage it without the support of all the parents.

Insurance

Sometimes children like to bring special or new items to nursery for their friends to see. However parents should ensure that valuable items are not left at nursery. The authority has no insurance to cover the loss of such personal items. Claims submitted are likely to be met only where the authority can be shown to be negligent.

Personal Belongings

Jewellery is discouraged from being worn at nursery in case of an accident/items being lost or stolen. Regrettably under Health and Safety guidelines, wearing of earrings is strongly discouraged.

Glasgow City Council is concerned at the level of claims being received regarding the loss of children's' and young peoples' clothing and/or personal belongings. Parents/ Carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to the establishment. Parents/Carers should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the authority can be shown to have been negligent.

**NO FOOTBALL COLOURS ARE ALLOWED IN NURSERY.
We also discourage parents from coming to nursery in
their PJ's**

Suitable Clothing

Children have the best fun when they are doing messy work. Aprons are provided, however this is no guarantee against accidents so please dress your child in suitable clothes.

Please, ensure your child has suitable outdoor clothing as we have daily outdoor activities planned, regardless of weather. Welly boots are very helpful on wet days.

There are forms of dress which are unacceptable in establishment, such as items of clothing which:

- Potentially, encourage faction (such as football colours);

- Could cause offence (such as anti-religious symbolism or political slogans);

- Could cause health and safety difficulties, such as loose fitting clothing, dangling earrings;

- Carry advertising, particularly for alcohol or tobacco; and

- Could be used to inflict damage on other children or be used by others to do so.

Complaints, Suggestions and Appreciation

Parkhead Community Nursery strives to maintain and improve our service. Please can we ask that you inform us of any suggestions or complaints, as soon as possible should any issue arise. In the first instance you may wish to speak with your child's key-worker. However, if you have a concern about any aspect of the service you should contact the Head of Centre. Hopefully if the Head of Centre does not resolve your issue to your satisfaction, you should contact the Education Services Customer Liaison Unit, 40 John Street, Glasgow, phone 287 5384 who will:

Take a totally neutral stance in fully investigating your complaint

Acknowledge receipt of your complaint within 5 working days

Give a full written response within a further 19 working days, unless another timescale has been agreed.

The Executive Director of Education can be contacted -

Maureen McKenna
Education Services
City Chambers
40 John Street
Glasgow

E-mail Address

education@glasgow.gov.uk

0141 287 4551

If you wish, a Care Inspectorate Officer can be contacted at the following address;

SCSWIS

4th Floor Integrated Inspection Unit,

1 Smithhill Street,

Paisley, PA1 1EB, 0141 276 3100

Useful Addresses:

You may wish to be aware of the following names, addresses and telephone numbers.

Social Services	Newlands	565 0140
	Easterhouse	781 4000
Housing Department	125 Westmuir St	287 1516
Health Centre	Parkhead	531 9000
	Bridgeton	531 6500
	Shettleston	531 6200
	Tollcross	778 2717
	Baillieston Health Centre	531 8000
Elaine Smith	Regional Councillor	287 2000
Police Station	London Rd	532 4600
	Shettleston Rd	532 4800
Geez A Break		550 2828
College of further education	John Wheatley College	
Hospitals	Glasgow Dental	332 7020
	Glasgow Royal	552 3535
	Western Infirmary	339 8822
Citizens Advice Bureau	Parkhead	554 0004

Although this information is correct at the time of printing, there could be changes affecting any of the matters dealt with in this document;

- Before the commencement or during the courser of the establishment year in question
- In relation to subsequent establishments years.

Please let us know of any events happening in Parkhead and the surrounding area. These events can be advertised in the nursery for families' information.

We hope that Children and Parents/Carers enjoy their time with us at Parkhead Community Nursery.

Thank you from Nikki and the Team.